

## Log In to Canvas

1. Go to [unco.instructure.com](https://unco.instructure.com).
2. Enter your UNC email address and the password you set during the Canvas registration process.
3. Select Log In to access your courses.

## Basic Syllabus

The syllabus feature in Canvas automatically compiles all your assignments, quizzes, discussions, and other graded work into one place. Non-graded work is also compiled at the bottom of the syllabus table. This provides students a place to view all of the assignments they have to complete and the due dates. There is also a calendar that is automatically filled with information from graded work in the course. You can also edit the syllabus description. Here is a good place to add your course objectives, expectations, grading criteria, communication preferences, and any other pertinent information from your syllabus. You can also attach a full version of your Syllabus as a PDF.

1. Click **Syllabus** on the course navigation.
2. On the right side, click **Edit Syllabus Description**.
3. Add the desired text, images, files, or course links to the content box. Once done, select **Save**.

## Canvas Announcements

Announcements provide a central location in a course for information, notifications, reminders, assignments, and feedback from the instructor. As soon as an Announcement is posted in a course, Canvas takes care of notifying students according to their preferred Notification Preferences. If the Announcement

